

Kansas TRAIN

7/18/2019
MFEI Competency Exams

Step 1: How to Create Your Own Account on KS-TRAIN:

- Browse to www.train.org/ks/welcome
- Click the "Create an Account" button under the Login button.
- Complete the Create Account wizard by filling out all the necessary information.
 - Make sure under the "Manage Group" menu item that **Kansas** is selected.
- Click on the "TRAIN policies" link and read the policies.
- Click on the "I agree to all TRAIN Policies" check box.
- Click on the "Create Account" button at the bottom of the page.
- Complete the information on the subsequent pages.
- Do not hit your browser's "Back" button at any time during the "create account" process. Instead, use the "Back" and "Next" buttons, at the bottom of the pages.
- Write down your Login Name and Password in a secure place.

Note: Your profile information can be edited at any time after creating an account, by clicking on your name in the upper right corner of the page then selecting "Your Profile".

Step 2: How to Search for KDADS Courses (**On-Line/Web-based**):

- Log onto www.train.org/ks/welcome
- Click on the "Course Catalog" tab bar.
- In the Search TRAIN search bar, type KDADS: MFEI
- Click the course title.
- Click the "Launch" button to start the course.
 - For these Competency Exams, the course consists of instructional notes regarding the exam and how to obtain your certificate of completion.
- KS-TRAIN will electronically verify the course in your "Transcript" which is located in the "Your Learning" tab at the top of the page on the menu bar.

For assistance with technical issue regarding to KS-Train, contact the **KS-TRAIN Helpdesk at 785-296-0425 (Monday-Friday 7:30 am - 5:00 pm)**.